

DEPARTMENT OF AGING

1300 National Drive, Suite 200
 Sacramento, CA 95834-1992
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2929
 FAX Only (916) 928-2509
 Telephone Number (916) 419-7555

**PROGRAM MEMO**

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 06-15(P)
SUBJECT: Fiscal Year 2005-06 Health Insurance Counseling and Advocacy Program Closeout Process	DATE ISSUED: 7/24/06
REVISED	EXPIRES: 7/24/07
REFERENCES: PM 05-03 (P), PM 05-04 (P), and PM 05-11 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: Health Insurance Counseling and Advocacy Program	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Annual Reporting Requirements</u>	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memorandum (PM) is to transmit the revised Health Insurance Counseling and Advocacy Program (HICAP) Closeout Report (CDA 230) form and instructions for its completion and to remind Area Agencies on Aging (AAA) of the due date to submit the CDA 230.

HICAP Financial Closeout Report (CDA 230)

The CDA 230 was revised to allow AAAs to report Medicare Modernization Act (MMA) State Costs. Reporting detailed MMA expenditure information is necessary in order to respond to inquiries from the State Legislature, Department of Finance, and Centers for Medicare and Medicaid Services.

The following is a summary of the changes made to the CDA 230 report:

- Page 1 – Expenditure Summary was revised to add a line to report HICAP Reimbursement MMA State Funds and a line to report HICAP Fund MMA State Funds.
- Page 2 – HICAP Contracted Services Expenditures was revised to add a column for HICAP Reimbursement MMA State Funds and a column for HICAP Fund MMA State Funds.



- Page 3 – HICAP MMA Expenditures now includes three columns to report MMA State Costs by individual line item.

As part of the closeout review process, the California Department of Aging will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 230. The information reported on the CDA 230 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

Due Dates

One copy of the completed CDA 230, **with an original signature**, must be received by **August 31, 2006**, to allow sufficient time for review and approval. The signed copy should be submitted by the due date and addressed to your respective AAA-Based Team Fiscal Specialist and sent to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834

To expedite processing, the closeout report must be e-mailed as an attachment to the team public e-mail addresses. Computer files for the revised CDA 230 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

Original signed by Nicole Smith
for

Lora Connolly
Acting Director

Attachments